



ASSISTANT DIRECTOR OF STUDENT DEVELOPMENT -

Overview

[Harlaxton College](#) is seeking an Assistant Director of Student Development for the Student Development Office.

Responsibility

The Assistant Director supports the Director of Student Development and is vital in providing a robust travel, learning, and growth experience for US students studying abroad at the College. The Student Development Office focuses their work on developing the students both inside and outside of the classroom. Position responsibilities include:

- Organizing and assisting Student Orientation and Arrivals
- Planning, booking, and managing the college's Local Culture travel program
- Communicating with US and British faculty to arrange and execute academic field trips
- Assisting with College-Sponsored Travel
- Acting as trip courier for afternoon local culture trips and day/overnight excursions
- Facilitating weekly database checks pertaining to independent student travel
- Organizing and operating various student events
- Managing the College sports and fitness program by liaising with leagues, referees, coaches, clubs, and student players
- Serving in an on-call capacity as part of a staff duty rotation
- Promoting student welfare in a pastoral role through advising, educating, and encouraging personal growth
- Performing both office administrative duties and practical duties associated with being a member of the Student Development Team
- Crisis Management in the event of a campus emergency or external concerns
- Other duties as assigned

Qualifications

We are seeking applicants who have completed a bachelor's degree and who have had some experience in travel and study experience outside of the UK. Preference will be given to candidates who have any experience or familiarity with the US university educational system and in student development, or who are entering, pursuing, or completing a master's degree in a relevant field of study. Candidate must be able to work as part of a team, in a fast-paced office serving all levels of university constituents, and must be highly organized with a keen attention to detail. **Candidates must have legal right to live and work in the UK.**

This is a fast-paced student development position that would prepare a new professional for working in the international education or student development and student welfare field. Flexibility in working days/nights/weekends is required.



Compensation

The candidate would receive room and board at Harlaxton Manor, and a gross salary of £17,500 plus eligibility for a pension. The assistant director lives in residence at Harlaxton. A cell phone with data package is provided and the AD will have access to a college car and shuttle, on-campus nurse, library, free laundry facilities, and the on-campus gym. The AD will have the opportunity to act as a trip courier for local culture afternoon or day trips, and college-sponsored overnight weekend trips.

Selection by Harlaxton College

The Assistant Director will be selected by Harlaxton College on the basis of written applications followed by a first round of phone interviews. Successful candidates from the phone interviews will be offered an on-campus personal interview. Please send a detailed cover letter and resume/cv to sdo@harlaxton.ac.uk. **Applications are due April 23rd. Phone interviews will take place on May 6th and on campus interviews will take place on May 22nd.**

More information about Harlaxton College

Set within a spectacular Grade 1 listed manor house, our integrated program of living, learning, and travel leads the US and UK study abroad sectors and sets the standard for immersive experiential education.

Harlaxton College enrolls approximately 150 students from American colleges and universities each semester, all of whom have diverse academic, artistic, and personal interests. Students undertake an educational program that is focused around British Studies, hands-on learning, and individualized instruction. Learning at Harlaxton goes beyond the classroom to encompass student development programming that emphasizes teamwork, personal growth, connections with the local community, and leadership development.

We engage students with enduring questions of the human condition, culture, and identity and seek to cultivate in them the characteristics of responsible global citizenship. As the British living learning centre of the University of Evansville, we also support the university's Mission of Learning by offering a program of study that directly addresses the challenges of living in an international community and the necessity of adopting a global view.

Questions?

For more information regarding the role, or if after carefully studying the Harlaxton College website you still have questions, please contact: mjanasiewicz@harlaxton.ac.uk